REDCap Pilot Project FAQ

Q. Would you consider adding the Edinburgh to REDCap?

The following guidelines were provided at training:

- During Pregnancy and between 8-12 weeks post partum
- Training protocol is to provide a follow up Edinburgh if mom scores above ten within the next 30 days so the worker can monitor if the depression is improving.
  - We are considering this request carefully. We would be able to add the instrument at two different intervals – during pregnancy and 8 to 10 weeks post-partum. Any mother that screened high – would need a follow-up within 30 days with a repeat EPDST. That means a total of four EPDST would need to be added to REDCap. Any additional EPDST that are warranted to be completed would need to be completed by paper and pen.

Q. When next year starts do they have to re-populate all data from previous year?

A. We will be working on this question. At this time, we think that enrollment data would not change and would still exist in REDCap but quarterly data would need to be updated.

Q. Access Issues. Program Managers and ECI Area Directors need to have access to multiple programs.

A. We understand that ECI Area Directors need to be able to see multiple programs' data depending on the number of programs they fund. Some Supervisors need to see multiple programs' data. We are still working on this question and will do our best to reach an adequate solution before state-wide roll out. At this time, we think that we may issue multiple HawkIDs to individuals who need access to multiple programs' data.

Q. How do we enter ASQs for multiple children?

A. By making it easier to add multiple children to the family we lost the ability to have individual ASQ or ASQ-SE data per child contained within REDCap. The ASQs should be completed in REDCap for a target child and paper copies can be used for other children in the program. There is still one complete ASQ and ASQ-SE set within REDCap.

Q. How will you assure that everyone has copies of the ASQ and the LSP materials?

A. IDPH will send you an assurance document for your agency director to sign. The ASQ, ASQ-SE and the LSP are all copyrighted instruments. We will need a signed assurance that states that you have purchased the ASQ 3rd edition, the ASQ-SE and the Life Skills Progression Manual if you are using these tools.

Q. REDCap will be required for all home visitation programs, right? This would include the Bringing Baby Home Nurse Visits?

A. REDCap will be required for all family support programs funded by ECI or HOPES-HFI. This includes group-based parent education and home visiting. Short answer is yes, the bring baby home visits would also be included. We are trying to move away from paper reporting.

Q. If that answer is yes, we are not going to ask for funds for the nurses to get iPads. They have laptops that they use in the home. I know they want us to use iPads for REDCaps, but can the system be accessed from a laptop and an air card? I thought there was discussion about having to use a desktop computer after the visit if iPads could not be purchased, so I assume a laptop would work?

A. Laptops will work just fine!

Q. Once we put the information into REDCap, can we run a report to extract that information or print it as we enter it? That way we have a record in our client file of what information we are collecting/submitting? Or will we need to do it on paper if we want that information in our file (in addition to completing it electronically)?

A. You should continue to use the program management tools and processes that you have been using. REDCap is not a program or caseload management system. You can easily extract data from REDCap if you need to keep it in a client file without doing the work twice. Training will be offered on how to extract data from REDCap through a webinar series. You can also run reports but you'll be excited to see my answer to question five.

Q. Have you heard how the pilot is going?

A. The pilot is a blast! We are just getting started but it is really helpful to figure out what changes need to be made. You all will really benefit from the field testers.

Q. Do you know if it is possible to interface REDCap with other data management systems? Only asking because if we can link the REDCap system to our records storage system (since we don't keep paper files), it would save us having to print anything from REDCap we could just link the two systems. I'm afraid that might be a stretch though . . .

A. YES!! REDCap is exportable and importable so you may do exactly that if your system also allows for that. We will have to work some of those things out prior to July 1 if possible for those that have existing data systems. We are already doing that in MIECHV and we can do it here too.

Q. We are wondering whether to have staff enter their salary + benefits or just salary

A. Just salary

Q. I have a family with six children. How do I add the sixth child as there is only room for 5?

A. First make sure that all children are under the age of 5. Children over the age of 5 do not need to have information entered into REDCap. If all children are under the age of 5, enter information for the 5 youngest children.

Q. When entering the PFS, do I also have to enter it at their website or just on REDCap?

A. If you are required to enter the PFR in another system by a different funder, those funding requirements do not change with the use of REDCap. For example, PCAI requires the use of the PFS and entry of the date into a web-based portal. This expectation from PCAI has not changed.

Q. Our current system for LSP's is that we never change the initial LSP, but just update the subsequent one. With REDcap you want the initial LSP to be updated every fiscal year?

A. We are not asking anyone to change a LSP. The initial LSP entered into REDCap should be the one that is completed closest to the beginning of the fiscal year each year.

Q. How do I run reporst on the ASQ, LSP, PFS, and Demographic data?

A. There are several ways to run reports in REDCap either through the Report Builder function, by examining all participant files, or by exporting all data at the touch of a button. We will arrange a webinar series that explains how to access data in REDCap for reporting purposes.

Q. Should we enter all families served this funding year even if they have exited the program?

A. Yes. If they were served this year and you are completing quarterly reports for the full year then you should enter their information even if they have exited. If you are not completing all quarterly reports this year and you plan on completing the HOPES/ECI/Shared Visions annual report as before you may be in a different situation.

Q. What should we use as “enrollment date”? The enrollment date for the funding year or the date the family initially enrolled in the program.

A. The date the family initially enrolled in the program. Not the beginning of the fiscal year.

Q. How do I edit the client number?

A. REDCap automatically assigns the number and it cannot be edited. All information in the file can be edited except their ID number. If a client file needs to be deleted for any reason, please contact Caitlin Suginaka (Caitlin.suginaka@idph.iowa.gov) to explain the situation.

Q. In demographics it asks about first time mom- if primary caregiver is a dad do you want to know if he is a fist time caregiver?

A. Yes! This is something we will change before the state-wide roll-out. We will ask about primary caregiver and not just mom. Thank you for catching that non-gender-neutral question!

Q. Do you have information on insurance and warranty on the iPads?

A. Yes! See below:

The Apple iPad 1 year manufacturer's warranty covers equipment defects only. U of I has insurance, but there is a departmental deductible. Here is some information from the Risk Management, Insurance and Loss Prevention department:

Property Loss Report

Loss by theft or other unavoidable cause should be reported immediately to the Department of Public Safety (335.5022). Use this form to report a loss or damage to University of Iowa property. The University seeks reimbursement of loss from the State of Iowa pursuant to Iowa Code Chapter 29C.20 or through the Equipment Loss (FREC) Program. A departmental deductible will normally apply in the latter case. Complete and mail form to Risk Management.

Request for Equipment Allocation Form (FREC)

This form is used for losses covered under the Equipment Loss Program (FREC). Departments may seek reimbursement for equipment losses from theft or other unavoidable causes through the FREC Equipment Loss Fund, administered by Risk Management. A $500 departmental deductible will normally apply. Contact the Department of Risk Management, Insurance and Loss Prevention at (319) 335-0536for information prior to submission of a FREC claim.

Q. As we input our information on the Demographics---this is the same information we got when the family began services with us, which may have been 2 years ago, correct? Any question we did not previously ask should we mark as the circumstance when they began services?

A. Correct, the demographics reflect the family when they enrolled in the program. Since we have tweaked the demographics slightly to encompass all of the funders there will be some info that you didn't originally collect. Do the best you can with it. If the worker knows what the circumstance was at the time of enrollment then include it. If they don't know then they really can't answer that question.

Q. We have not used the Protective Survey before. I suspect it is done initially and then again when? What is our initial date---now?, since we haven't used it before?

A. You do not need to start using the Protective Factors Survey if you were not using it previously. If your program is doing a parent education group, you we hope you will begin to use the PFS so we have more complete data on all the parents/groups we serve.

Q. LSP: When we input the data which is the initial? Anything since July 1; the last one prior to July 1 and then move forward every 6 months? Confused on dates and when we can begin to use all 43 statements.

A. The initial LSP is the one that you would have completed closest to the beginning of the new fiscal year. Families don't all enroll and fit nicely within the fiscal year structure so you will need to be flexible about this. We have always encouraged the use of the entire LSP but it has not been required. Please use the entire LSP from January 1, 2013 through the pilot project. We will most likely be making it a requirement beginning July 1 for the ECI areas. The LSP is to be completed every six months, hence you have an interim LSP located in REDCap. We do not use the interim LSP for comparison purposes unless that is the one that is also the closest to the end of the fiscal year. Here are some examples to try to make it a little clearer:

- Family A enrolls on June 1, 2012 and the worker completes an initial LSP by June 15, 2012. The family is then due for an interim LSP to be completed at the end of December, 2012. The family discharges from the program on April, 2013 so you complete the discharge LSP. In this case the state will compare the April LSP to the June LSP (you don't have to worry about this). We recognize again that the fiscal years are a little different but this will be the best reflection of the growth of the family during the fiscal year.
- Family B enrolls in February, 2013. They will have an interim LSP completed August 2013. The program may decide to push up the interim LSP to July so the family can be included in the outcome reporting for 2013. So let's say that they did complete that interim LSP in July.

The REDCap system will be responsible (or rather the persons running reports out of REDCap) to determine what LSPs they will use for a pre and post reflection of growth that occurred during the year, keeping in mind some flexibility with the fiscal years. You just need to worry about completing them every six months.

Q. Is there a possibility for drop-down menu with income ranges instead of writing in the family's income?

A. No, there will not be a drop-down option for income ranges. We recognize that sometimes families do not know the exact amount or the monetary value of some benefits they receive. To support your data collection efforts, we offer the following guidance on collecting income information:

Income definition: estimated earnings from work, plus other sources of cash support. These sources may be public or private.

<u>Method for data collection:</u>

- self-reported by the enrolled family

<u>Common types of income:</u>

- wages earned
- social security benefits (SSI/SSDI/OAI)
- unemployment insurance
- child support
- family investment benefits (cash welfare assistance, FIP, TANF)

Question One: Which household member's income should we include?

Answer: A household includes the person/s that are enrolled in the home visiting program. The contractor should collect at a minimum the income information for the primary adult enrolled in the program. The contractor may report income information on all adults that are enrolled in the program.

Question Two: What happens if the enrolled family doesn't know what their income amount?

Answer: The vast majority of home visitation program models have a self-sufficiency aspect. It is important for basic budgeting to have a good understanding of the revenue and expenditures of a household. If the adults in the family do not know what their revenue or income is coming into their household it is important to help them figure out how to obtain that information. Here are some tips:

- Can the family members offer an estimate of their family income?

- Can they use last year’s tax return?
- Can they find their most recent pay stub?
- Do they know what their hourly wage is and the average number of hours worked per week or month?
- Do they have a bank statement that shows direct deposits?